

Classification: ~~Lead Information Technology Specialist, NH-2210-IV~~
Information Technology Specialist (Policy and Planning), YA-2210-03*

Local Title: Director of Information Management (DOIM)

Employing Office Location: Orlando, Florida

Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)
1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
2nd Div: Corporate Information Office
3rd Div:
4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: James H. McBrayer

Title: Chief Information Officer

Signature: _____ /s/ _____ **Date:** 16 April 03

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Stephen M. Seay, BG

Title: Program Executive Officer

Signature: _____ /s/ _____ **Date:** 18 April 2003

FLSA:	Exempt	BUS Code: 7777	CL: 405
Drug Test:	No	Emergency Ess:	Yes
Key Position:		OPM Functions Code:	
Sensitivity:	NCS	Status:	Competitive
Reason for Submission:	New	Subject to IA:	No
Previous PD Number:		Mobilization:	
Envir. Diff:		Career Prg ID:	
Acq Posn Category:	R	CAPL Number:	
Acq Career Level:	3	Acq Posn Type:	2
Acq Special Asgmt:		Acq Prog Ind:	
Career Spec – Primary:		Career Spec – Sec:	
Cont Job Site:		Mobility:	
Financial Disclosure:	<input type="checkbox"/> Public Financial	<input checked="" type="checkbox"/> Confidential Financial	
[X] Supervisor	<input type="checkbox"/> Manager	<input type="checkbox"/> Neither	

Citation 1: USOPM PCS for Administrative Work in the Information Technology Group, GS-2200 May 2001
Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99
* "Pen and ink change" made 10-19-07 to reflect NSPS titling and pay banding. Duties remain unchanged.

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

II.

Position is located in the Corporate Information Office, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

III. Position information:

IV.

~~Lead Information Technology Specialist, NH-2210-IV~~
Information Technology Specialist (Policy and Planning),
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III. Duties:

Serves as PEO STRI Director of Information Management (DOIM) with responsibility for providing the PEO with reliable, predictable, and efficient information technology infrastructure for daily business operations. Maintains and manages the PEO's information system/information technology (IS/IT) strategic plan, architecture, and budget. Provide input to the Integrated Business Environment (IBE) and Integrated Data Environment (IDE) strategies, policies, and functions in the corporate information management area. Responsible for managing the enterprise's corporate information assets covering all business areas: technology infusion, information assurance, acquisition, sustainment, and general IS/IT support. Serve as the Information Assurance Manager (IAM) for the PEO STRI Information Office. Manages the functions of the Contracting Officer Representative (COR) and serves as a back up COR for PEO STRI contract-performed IT services.

*1. Planning, Direction, Review, Evaluation, and Organization
(20%)*

Develops and proposes policies concerning PEO STRI Information Technology infrastructure. Directs, coordinates and implements the activities of the DOIM. Provides for continuous technological advancement and innovation in all areas of responsibility. Formulates the information technology budget for PEO STRI. Leads research into available "state-of-the-art" technology for infrastructure and customer service related functions. Manages projects to effectively utilize results flowing from such research.

Provides strategic direction, policies, and guidelines for Critical Infrastructure Protection (CIP) of PEO STRI IT services and information assets. Develops strategic direction, policies, and guidelines for CIP.

2. Contract Management Responsibilities (20%)

Oversees Contracting Officer Represent (COR) functions. Allocates tasks assigned to the DOIM organization. Directs, manages and evaluates the work to be accomplished by contractor support personnel. Sets and adjusts priorities, and prepares schedules for completion of work. Makes changes in work assignments, workflow, and balances workload among positions to increase effectiveness of DOIM operations supervised.

3. Develops and maintains systems and technology architecture/standards. Develops, maintains, and facilitates the implementation of a sound and integrated IT infrastructure and technology architecture for the PEO. (30%)

Designs, implements, and supports the IT infrastructure including document management systems, outsourced or supported operations, systems engineering support, network management and operations, client support and help desk operations, telecommunications support, asset management, information assurance, and management reporting systems for the PEO. Establishes and delivers assured access through an information technology infrastructure as part of the AKM/AKEA initiatives.

Adopts and/or supports standards. Develops policy and defines standards associated with the PEO STRI infrastructure.

Provides advice and guidance to ensure emerging technological capabilities integrate into the existing architecture base and satisfy functional end user requirements. Recommends adoption of technological advancements having a major impact on current and planned application of IT infrastructure resources.

Oversees PEO STRI telecommunication operations for over 1000 stations.

4. Promotes and facilitates work processes through the implementation of information technology solutions. Ensures that consistent, high-quality business and IS/IT processes are followed across organization. Devises, implements, and monitors appropriate performance measurements for business processes and

IT activities. Ensures that service level expectations are established for IT customers throughout the organization. (20%)

Serves as consultant, expert, and advisor in the application of state-of-the-art IT infrastructure methodologies to solve problems in the areas of office automation, automated information systems, data and document integration, communications and client server applications.

Establishes and tracks performance measurements to ensure effective and efficient IS operations.

Performs IT project management oversight within the DOIM organization. Ensures senior/lead project managers (contractor personnel) for the analysis, evaluation, development and implementation of computer-based systems used for managing the PEO's varied office automation requirements are meeting their project goals and are following established processes. Responsibilities include assisting project managers and Integrated Project Team (IPT) Leads plan, organize, and manage tasks and resources to accomplish implementations of IT capabilities with consideration to constraints such as time, schedule and performance. Monitors and evaluates contractor progress.

5. Performs investment analyses, capital investment planning, and budgeting for all IT infrastructure investments. Determines, assesses, and oversees potential outcomes for IT investments. (10%)

Develops and recommends PEO STRI business cases developed for any infrastructure system enhancements or new systems development. Investment analysis includes a determination of the value of a particular investment against all alternatives based on anticipated business benefits. Works with CIO to develop a DOIM master plan and budget for PEO STRI investment strategy. Monitors activities throughout the DOIM organization to ensure that development and IT plans are realistic, executed, and tracked against a schedule and carefully monitored as to cost.

Participates in the planning of new technology through the development of the annual IT budget to support technology research and program requirements. Updates the Management Information Systems (MIS) Board on Information Management Systems Projects, schedules, purchases and budget. Participates

actively in the Overarching Integrated Project Team (OIPT) to introduce new customer requirements for technology.

6. IT training and awareness programs.

Plans, manages, and controls contractor support IS/IT training budget.

Team Leader Responsibilities

Leads a workforce consisting of several government employees and oversees the work of a large contracted workforce.

Distributes and balances work based upon priority, skill requirements, and level of difficulty. Discusses work in process, answering questions from team members concerning procedures, directives, policy, etc., as well as technical subject matter related questions. Incumbent periodically meets with supervisor to discuss and/or provide specific recommendations related to team members performance appraisal, disciplinary actions, incentive awards, specific training needs, personnel assignments, and TDY travel. Incumbent personally handles problems affecting the team and specific individual complaints that can be resolved through fact to face discussion.

Performs other duties as assigned.

Critical Acquisition Position

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

IV. Factors:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts

among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across

projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Security Clearance and Travel Requirements

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Ability to apply a knowledge of systems analysis and design methodologies

Knowledge of information processing standards and procedures

Ability to apply knowledge of current automation technology and practices

Ability to evaluate computer systems design, prototypes, and computer applications from an operational test and evaluation perspective

Knowledge of configuration management regulations, principles, and techniques

Knowledge of computer security

Ability to apply test and evaluation tools and techniques to enhance the development and operation of computer software and computer systems

Knowledge of computer systems acquisition regulations, practices, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements

Ability to plan and execute complex, multi-faceted projects within established financial and time constraints

Ability to advise others

Ability to provide guidance to customers

Ability to communicate orally and in writing

Skill in interpersonal relations

Ability to supervise and lead others.

Knowledge of acquisition requirements sufficient to manage a substantial contracted workforce and to serve as backup to a Contracting Officer's Representative (COR)